



TOWN OF CONCORD
NATURAL RESOURCES COMMISSION
141 KEYES ROAD, CONCORD, MA 01742
TEL. (978) 318-3285 FAX (978) 318-3291

**Notice of Intent
Submission Checklist**

PLEASE NOTE: Only the most recent NOI form will be accepted (November 2009). A complete package (1 original and 7 collated hard copies) must be submitted by close of business at least 2 weeks in advance of a scheduled meeting. Supplemental information for continued hearings must be submitted by NOON on the Wednesday prior to a scheduled meeting. Fax copies and e-mails are not acceptable. Due to changes in the Opening Meeting Law, effective July 1, 2010, Applicants and/or their representatives will be required to provide documents and other exhibits prior to the scheduled hearing. Documents and other exhibits, including photographs, shall be provided to the office in manageable form. Applications, forms, and narratives must be double-sided. Graphics and maps may be single-sided. DO NOT submit applications with plastic or acetate covers or pocket plan holders. GBC binders are acceptable. Incomplete or uncollated packages may be returned and/or cause delay of the project. Please see the Minimum Plan and Submission Requirements Policy for additional information.

FORMS

- ☐ Eight copies of completed **Application Form** (WPA Form 3) signed by the Applicant and Property Owner
- ☐ Eight copies of completed, signed **Stormwater Management Form**, Appendix C, if applicable. This does not apply to projects on single-family lots.
- ☐ Eight completed NOI Wetland Fee Transmittal Form Pages 1 & 2

MAPS

Eight copies of the following maps, **all with the site clearly identified.**

- ☐ USGS
- ☐ FEMA
- ☐ NHESP **Either October 1, 2008 map or most recent GIS** – If applicable, submit evidence of mailing of completed application form to Natural Heritage and Endangered Species program.
- ☐ Abutters within 100 feet of property line (available from the Assessor's office)

NARRATIVE

Eight copies of a narrative including:

- ☐ Description of work within regulated resource areas and buffer zones, and any impacts to these areas.
- ☐ Description of the project's compliance with the WPA performance standards. If work is proposed in the Riverfront Area, **you must provide an alternatives analysis.**
- ☐ Description of the project's compliance with the Town's Wetlands Bylaw and 50-foot No New Structures Policy
- ☐ Proposed mitigation for unavoidable project impacts
- ☐ Square footage of work proposed in the buffer zone

- ☐ Description of wetland resource areas, date delineated, and name of wetland scientist that conducted the delineation
- ☐ *Brief* project description on Page 1 (A.6.) - for Legal Notice. After, you may reference attached narrative.

FEES

- ☐ Check to the Town of Concord
- ☐ *Copy* of check to the Commonwealth of Massachusetts
- ☐ * Please note, a legal notice fee will be billed by the Concord Journal directly to the Applicant. The Applicant is responsible for the cost of the legal notice in accordance with the state Wetlands Protection Act [310 CMR 10.05(5)(a)]. The Concord Journal will contact the Applicant on the Friday after the submission deadline. If the Concord Journal is unable to reach the Applicant for payment, the legal notice will not be published and the hearing will be delayed. It is therefore critical for the Applicant to provide a proper contact person and daytime telephone number with the NOI application.

ABUTTERS LIST

- ☐ The original and seven copies of the **certified abutters list within 100 feet of the property**. This must be obtained from the Assessor's Office, accompanied by a stamped, signed cover letter from the Assessors, and be obtained within three months of the filing date.
- ☐ Abutter Notification. Use form at:
www.concordma.gov/pages/ConcordMA_NaturalResources/Wetlands%20Guidance
- ☐ Evidence of abutter notification: Notification can be either by hand or via certificate of mailing or certified mail. The post office provides a date-stamped receipt ("certificate") for each letter mailed. This certificate, return receipt green cards, copies of green cards, or proof of receipt of hand delivered mail, must be submitted before or at the hearing. If any mailings are returned, bring the entire envelope (or a copy) indicating by postal service stamp the reason for return.

PROJECT PLANS

Show proposed structures or modifications to existing structures, paving, drainage, or water control structures, and erosion control. Be sure to include resource delineation, riverfront and/or buffer zones, and existing and proposed topography. (Please see Minimum Plan Requirements Policy)

- ☐ Two copies, full size including graphic scale (not more than 1"=50') and title block
- ☐ Six copies, 11 x 17, of main project area, including graphic scale
- ☐ Plan revisions shall be clearly noted and dated on the plans.
- ☐ Final approved plans shall be submitted in ESRI shapefile or AutoCad 2000 or newer format to Matt Barrett, GIS Coordinator, 133 Keyes Road or MBarrett@Concordma.gov. All plans submitted electronically should also include parcel lines and include coordinate information

DEP Mailings

- ☐ Send original check for state fee and copy of NOI Wetland Fee Transmittal Form Pages 1 & 2 to DEP, Box 4062, Boston, MA 02211.
- ☐ Send one complete copy of the Notice of Intent application, including copies of the locus map, project plans, Wetland Fee Transmittal Form, list of abutters, and a *copy* of the check for state and town fee payments to:

DEP-NERO, Wetlands Division
205B Lowell Street
Wilmington, MA 01887